

DEPARTMENT OF CHILDREN AND FAMILIES
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral/Promotional Candidates on the current examination list.

Location: Milford Area Office - 38 Wellington Road

Job Posting No: DK43395MFD

Hours: First shift - 40 hours weekly

Salary: \$52,364. - \$67,762. (annually)

Closing Date: 11/07/14

The Department of Children and Families is currently recruiting for an Administrative Assistant for the Milford Area Office. This is a full-time, Monday-Friday (40 hours) weekly position. Eligibility Requirement: Candidates must have passed the Administrative Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Administrative Assistant, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of office administrative and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communication; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a secretary 2 or its equivalent.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of supervisory references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to the address below. Please reference job posting #: DK43395MFD.

DEPARTMENT OF CHILDREN AND FAMILIES
ONE LONG WHARF DRIVE
NEW HAVEN, CT 06511
HUMAN RESOURCES 3RD FLOOR
ATTENTION: Lisa Womble

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.